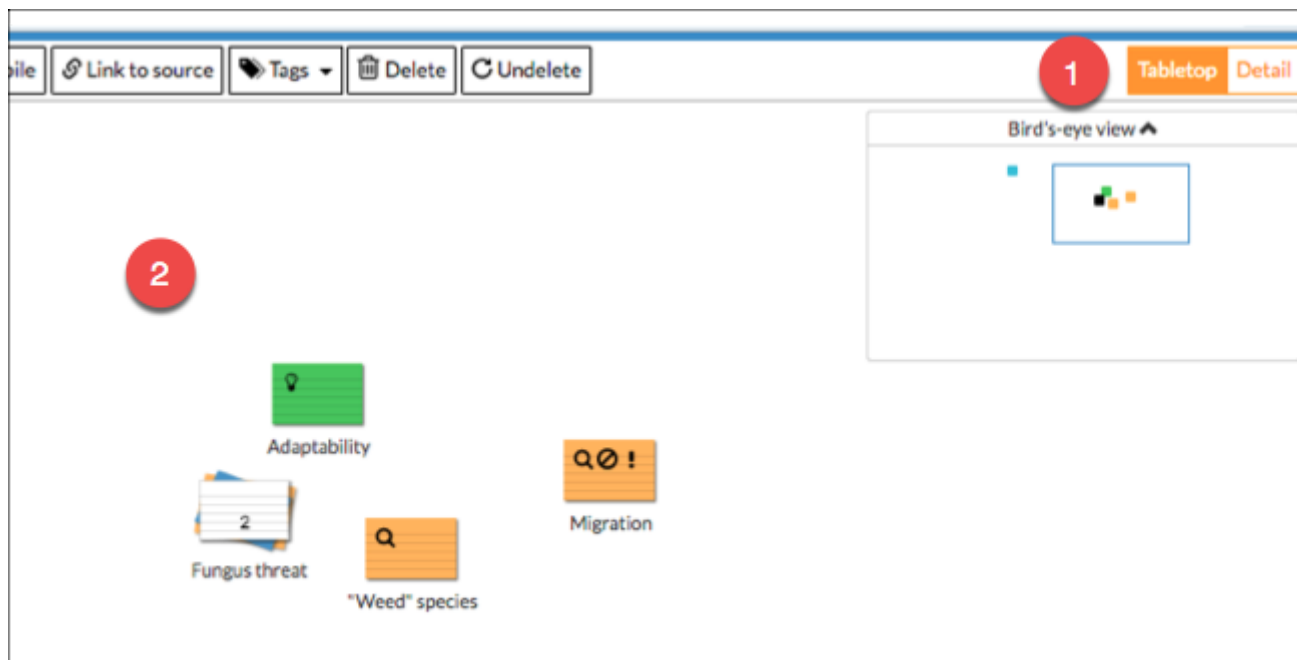# How to use the Notecard Tabletop and Detail views

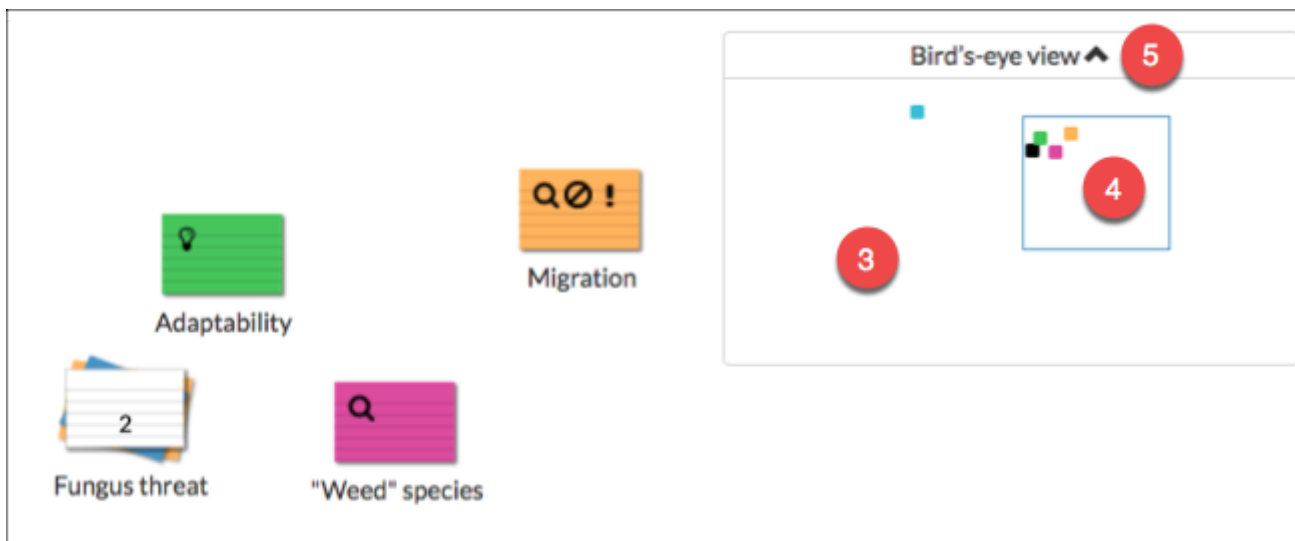Modified on: Wed, Jul 13, 2016 at 9:50 AM

Tabletop view & Bird's-eye-view

1. The **Tabletop** view is a graphical organizer allowing you to visually manipulate notecards and notecard piles.

2. The tabletop extends beyond what you see on the screen, giving you room to space out and organize your notecards.

3. A **Bird's-eye-view** at the upper-right of the tabletop allows you to see and navigate the entire tabletop, with your current view represented as a blue box (4).
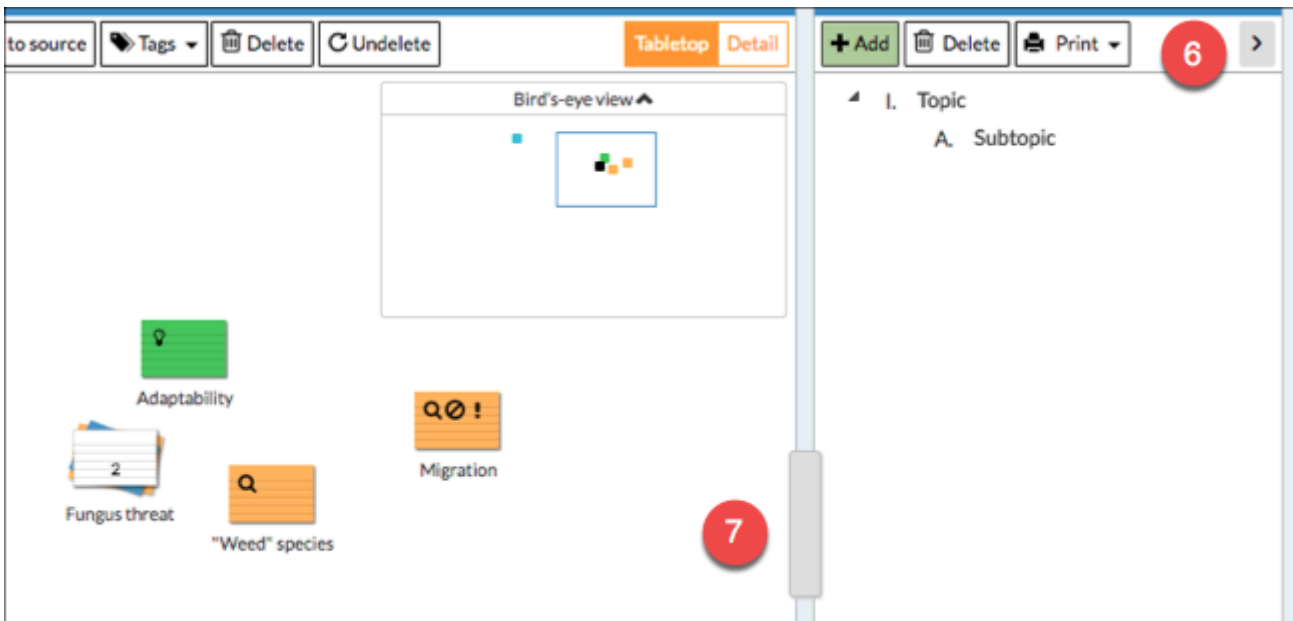
4. Drag the blue box around in the bird's-eye-view to navigate quickly to other areas of the tabletop, and to locate notecards outside your current view. Alternatively, you can use your mouse anywhere on the tabletop to reposition the area.

In the **Bird's-eye-view**, small light gray squares represent notecards and black squares represent notecard piles. If you add a color tag to a notecard, the bird's-eye-view representation of that notecard will also be displayed in that color. Large orange squares represent selected notecards.

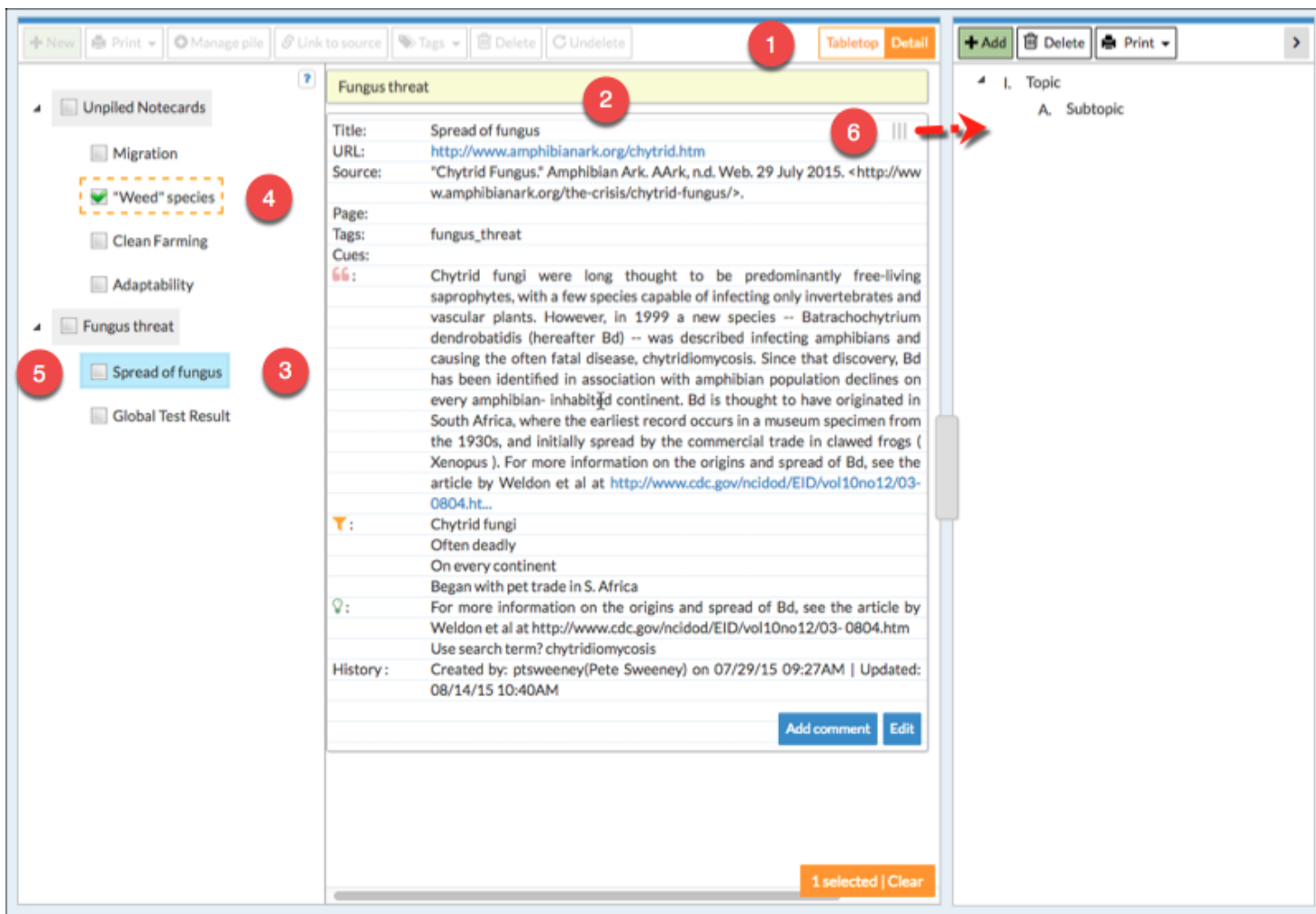5. To close the bird's-eye window, click the up-arrow.

6. If you need additional space to work on your notecards, the Outline panel can be minimized when you don't need it by clicking the small arrow button on the top-right corner.

7. You can also use the gray handle between the tabletop and outline panels to customize the width of each panel.

to source | Tags ▼ | Delete | Undelete   Tabletop Detail   + Add | Delete | Print ▼   6   >

Bird's-eye view ∧   ◢ I. Topic
                                                                        A. Subtopic

Adaptability

                              Q Ø !
    2   Migration   7

Fungus threat   Q

"Weed" species

Detail view

1. Navigate to the **Detail** view by clicking **Detail** at the top-right of the Notecards screen. Alternatively, hovering over a notecard (long-press on an iPad) and clicking the **Details** from the summary popup will also move you into the **Detail** view, in order to see the content of that notecard.

2. The **Detail** view is useful when you are ready to move notecards into your outline, because it allows you to view the full content of the notecards you are working with.

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                                                                ◢ I. Topic

3. The notecard "Spread of fungus" is view-selected — its notecard content is displayed in the middle panel (2).

In the Detail view, notecards in the left panel have two unique selection states:

4. "**Selected**" – Notecards that are selected on the Tabletop will display in Detail with a marked checkbox and an orange rectangle (similar to the orange rectangle around the same notecards on the Tabletop). You can select or unselect notecards by clicking on the checkbox. See image below.

5. **"View-Selected**" – Clicking on any notecard's title in the left panel will highlight the notecard in blue and cause the contents of that notecard to be displayed in the middle panel. You can scroll the middle panel up and down to see all of your view-selected notecards.

View-selection is useful in the Detail view when you want to view the content of several notecards, or you are moving notecards into your outline. You can view-select the notecards you are interested in (highlighting them blue), which displays their content in the middle panel.

6. From the middle panel, a notecard can be moved into the outline by dragging it by its drag handle.

Notecards in the middle panel are displayed in the same order you see them in the left panel. Notecard in piles are grouped together under the pile's title (e.g. "Fungus threat"). Unpiled notecards are displayed under an "Unpiled Notecards" category at the top.

To switch back to the Tabletop view, click **Tabletop** at the top-right of the Notecards screen (1).

How to view and edit notecards in-line with your sources

Besides the Notecard **Detail** view, the Sources screen is another place to view the entire contents of your notecards. In the Notecard **Detail** view, your notecards are organized by notecard pile (and you have access to the outline), whereas on the Sources screen, they are organized by source (1).

The Sources screen has some useful shortcuts that allow you to show or hide groups of notecards that you are interested in. First, each reference in your source list that has one or more notecards associated with it has a "Show" link in the **Notecards** column that you can click to display all of the notecards for that source. At that point the link changes to "Hide" so that you can reverse the action when you are done (2).

Above your sources list you will also find some notecard display options (3).

"Show/hide all" – If all notecards are currently hidden, click to show all notecards. If one or more notecards are currently shown, click to hide all notecards.

"Show/hide thought cards (notecards not linked to a citation)" – Shows or hides notecards that are not associated with any reference in your source list ("thought cards"). These notecards are displayed directly below the Notecard display bar (above the first reference in your source list).